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1995

AGENDA FOR THE
HAMILTON PERFORMING
ARTS FOUNDATION INC.

APR. 28, 1995

URBAN/MUNICIPAL

CAY ON HBL V90
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1995

URBAN MUNICIPAL

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GOVERNMENT DOCUMENTS

Agendas for

THE HAMILTON PERFORMING ARTS FOUNDATION INC.

- (i) **1995 Annual Meeting**
- (ii) **First Regular Meeting of 1995**

Patricia Bennett
Legislative Assistant
April 24, 1995

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HAMILTON PERFORMING ARTS FOUNDATION INC.

ANNUAL MEETING OF THE BOARD OF DIRECTORS

**Friday, April 28, 1995
8:00 a.m.
Hamdilton Convention Centre, Room 314**

ORDER OF BUSINESS

DECLARATION OF CONFLICT OF INTEREST

- 1. Opening Remarks**

ACTION ITEMS

- | | | |
|-----------|---|----------------------------|
| A. | <i>Appointment of Auditors : MacGillivray Partners</i> | <i>Attachment A</i> |
| B. | <i>Confirmation of Proceedings</i> | <i>Attachment B</i> |

INFORMATION ITEMS

- | | | |
|-----------|--|---------------------|
| 2. | Minutes of April 22, 1994 Meeting | Attachment 2 |
| | 2.1 Errors of Omissions | |
| | 2.2 Motion to Approve | |
| 3. | New Business | |
| 4. | Other Business | |
| 5. | Adjournment | |

OUTSTANDING BUSINESS

Nil

Suggested Motion:

THAT THE FIRM OF MACGILLIVRAY PARTNERS BE APPOINTED AS AUDITOR OF THE HAMILTON PERFORMING ARTS FOUNDATION INC. UNTIL THE NEXT ANNUAL MEETING OF THE MEMBERS OR UNTIL ITS SUCCESSOR IS APPOINTED.

Suggested Motion:

THAT ALL ACTS, PROCEEDINGS, CONTRACTS, BY-LAWS, APPOINTMENTS, ELECTIONS AND PAYMENTS, ENACTED, MADE, DONE AND UNDERTAKEN BY THE DIRECTORS AND OFFICERS OF THE FOUNDATION SINCE THE LAST ANNUAL GENERAL MEETING OF MEMBERS AS RECORDED IN THE MINUTES OF MEETINGS OF DIRECTORS OR MEMBERS OR ON THE BOOKS OR RECORDS OF THE FOUNDATION BE APPROVED, RATIFIED AND CONFIRMED.

HAMILTON PERFORMING ARTS FOUNDATION INC.

ANNUAL MEETING OF THE BOARD OF DIRECTORS

Friday, April 22, 1994

8:00 a.m.

Hamilton Convention Centre

Room 314

MINUTES

PRESENT: Mr. W. Tidball, Chairman
Alderman T. Anderson, First Vice Chairman
Mr. C. Nolan, Second Vice Chairman
Alderman H. Merling
Alderman F. Eisenberger
Mrs. M. Dow
Mrs. J. Isbester
Mr. J. Kujavsky
Mr. F. Deys

ALSO PRESENT: Mr. G. Macaluso
Mr. J. Leuser
Mr. B. Calder
Mr. B. Snetsinger
Mr. R. DiFilippo

REGRETS: Mayor R. Morrow
Alderman B. Charters
Mr. M. Ryder
Mr. A. DiIanni
Mr. G. Kay

1. Opening Remarks

The Chairman called the meeting to order at 8:30 a.m.

A. Appointment of Auditors : MacGillivray Partners

MOVED by Alderman Anderson, seconded by Alderman Eisenberger that

THE FIRM OF MACGILLIVRAY PARTNERS BE APPOINTED AS AUDITOR OF THE HAMILTON PERFORMING ARTS FOUNDATION INC. UNTIL THE NEXT ANNUAL MEETING OF THE MEMBERS OR UNTIL ITS SUCCESSOR IS APPOINTED.

MOTION CARRIED.

B. Confirmation of Proceedings

MOVED by Mr. Deys, seconded by Mr. Kujavsky that

ALL ACTS, PROCEEDINGS, CONTRACTS, BY-LAWS, APPOINTMENTS, ELECTIONS AND PAYMENTS, ENACTED, MADE, DONE AND UNDERTAKEN BY THE DIRECTORS AND OFFICERS OF THE FOUNDATION SINCE THE LAST ANNUAL GENERAL MEETING OF MEMBERS AS RECORDED IN THE MINUTES OF MEETINGS OF DIRECTORS OR MEMBERS OR ON THE BOOKS OR RECORDS OF THE FOUNDATION BE APPROVED, RATIFIED AND CONFIRMED.

MOTION CARRIED.

2. New Business

Nil

3. Other Business

Nil

4. Adjournment

MOVED by Mr. Deys, seconded by Alderman Eisenberger that

THE MEETING BE ADJOURNED AT 8:35 A.M.

MOTION CARRIED.

TAKEN AS READ AND APPROVED

William Tidball, Chairman

Patricia Bennett, Secretary

HAMILTON PERFORMING ARTS FOUNDATION INC.

MEETING OF THE BOARD OF DIRECTORS

**Friday, April 28, 1995
8:00 a.m.
Hamilton Convention Centre, Room 314**

ORDER OF BUSINESS

DECLARATION OF CONFLICT OF INTEREST

1. Opening Remarks

ACTION ITEMS

- | | | |
|-----------|--|---------------------|
| <i>A.</i> | <i>Finance and Administration Committee First Report</i> | <i>Attachment A</i> |
| <i>B.</i> | <i>Audit Committee First Report</i> | <i>Attachment B</i> |
| 2. | Minutes of Regular Meeting Held April 22, 1994 | Attachment 2 |
| 3. | New Business | |
| 4. | Other Business | |
| 5. | Motion to Adjourn | |

OUTSTANDING BUSINESS

Nil

April 22, 1995
Patricia Bennett
Legislative Assistant

A

FINANCE AND ADMINISTRATION COMMITTEE
FIRST REPORT OF 1995 TO
THE HAMILTON PERFORMING ARTS FOUNDATION INC.

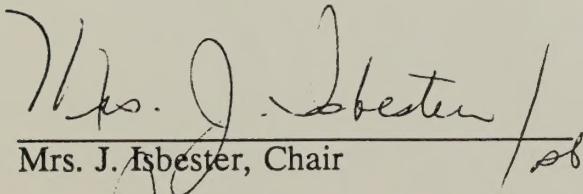
The Finance and Administration Committee presents its **FIRST Report of 1995** to the Hamilton Performing Arts Foundation Inc. from its meeting held April 20, 1995 and respectfully recommends approval of the following:

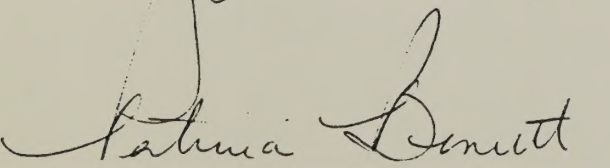
1. Scholarship Fund

THAT DISBURSEMENTS FROM THE HAMILTON PERFORMING ARTS FOUNDATION INC. FOR 1995 BE LIMITED TO AWARDING ONE ANNUAL SCHOLARSHIP OF \$1,000. TO STUDENTS FOR EACH OF THE YEARS 1994 AND 1995 IN ACCORDANCE WITH PREVIOUSLY APPROVED GUIDELINES; and

THAT THE RECOMMENDATION APPROVED IN APRIL, 1994 BY THE HAMILTON PERFORMING ARTS FOUNDATION INC. TO "... (i) subsidize losses, if any, on the six regular "NEW FACES" Programming (*for the 1994/'95 season*) to a maximum of \$5,000.; and (ii) subsidize losses, if any, on the new programming (*for the 1994/'95 season*) to a maximum of \$5,000..." BE AMENDED WITH THE RESULT THAT SUBSIDIZATION, IF ANY, WILL BE FUNDED FROM H.E.C.F.I.'S PROVISION FOR PROMOTION/CO-PROMOTION ALLOCATION, EFFECTIVE JANUARY 1, 1995.

Respectfully submitted,


Mrs. J. Isbester, Chair


Patricia Bennett, Secretary

B

**AUDIT COMMITTEE FIRST REPORT OF 1995 TO
THE HAMILTON PERFORMING ARTS FOUNDATION INC.**

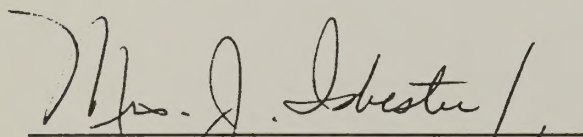
The Audit Committee presents its **FIRST Report of 1995** to the Hamilton Performing Arts Foundation Inc. from its meeting held April 20, 1995 and respectfully recommends approval of the following:

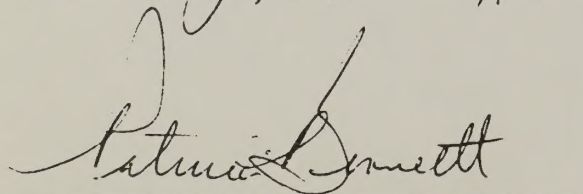
1. 1994 Audited Draft Financial Statements for the Hamilton Performing Arts Foundation Inc.

**THAT THE DRAFT 1994 AUDITED FINANCIAL STATEMENTS FOR THE
HAMILTON PERFORMING ARTS FOUNDATION INC. BE APPROVED;
and**

**THAT THE MANAGEMENT LETTER DATED APRIL 12, 1995 FROM
MACGILLIVRAY PARTNERS BE RECEIVED.**

Respectfully submitted,


Mrs. J. Isbester, Chair


Patricia Bennett, Secretary

DRAFT

**FOR
DISCUSSION ONLY**

**THE HAMILTON PERFORMING
ARTS FOUNDATION INC.**

FINANCIAL STATEMENTS

DECEMBER 31, 1994

DRAFT

FOR
DISCUSSION ONLY

AUDITORS' REPORT

To the Directors of
**The Hamilton Performing
Arts Foundation Inc.**

We have audited the balance sheet of **The Hamilton Performing Arts Foundation Inc.** as at December 31, 1994 and the statement of fund balance for the year then ended. These financial statements are the responsibility of the Foundation's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Foundation as at December 31, 1994 and the results of its operations for the year then ended in accordance with generally accepted accounting principles.

Hamilton, Canada
March 13, 1995

CHARTERED ACCOUNTANTS

THE HAMILTON PERFORMING ARTS FOUNDATION INC.

1

BALANCE SHEET

DECEMBER 31, 1994

ASSETS

OPERATING FUND

Cash in bank
Short-term deposit (note 2)

1994	1993
\$ 17	\$ 1,187
<u>20,676</u>	<u>23,690</u>
<u>\$ 20,693</u>	<u>\$ 24,877</u>
<u>\$ 20,693</u>	<u>\$ 24,877</u>

FUND BALANCE

DRAFT

FOR
DISCUSSION ONLY

APPROVED ON BEHALF OF THE BOARD

DIRECTOR_____
DIRECTOR*See accompanying Notes to the Financial Statements*

THE HAMILTON PERFORMING ARTS FOUNDATION INC.

2

STATEMENT OF FUND BALANCE

FOR THE YEAR ENDED DECEMBER 31, 1994

	<i>Scholarship</i>	
	<i>Fund 1994</i>	<i>Fund 1993</i>
FUND BALANCE - Beginning of year	\$ -	\$ 23,673
TRANSFER TO OPERATING FUND	-	23,673
INTEREST REVENUE	-	-
FUND BALANCE - End of year	\$ -	\$ -

	<i>Operating</i>	
	<i>Fund 1994</i>	<i>Fund 1993</i>
FUND BALANCE - Beginning of year	\$ 24,877	\$ -
TRANSFER FROM SCHOLARSHIP FUND	-	23,673
SUBSIDIZED "NEW FACES" REGULAR PROGRAMMING	(5,000)	-
SUBSIDIZED "NEW FACES" NEW PROGRAMMING	(430)	-
INTEREST REVENUE	1,246	1,204
FUND BALANCE - End of year	\$ 20,693	\$ 24,877

DRAFT

FOR
DISCUSSION ONLY

See accompanying Notes to the Financial Statements

THE HAMILTON PERFORMING ARTS FOUNDATION INC.

3

NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 1994

1. SIGNIFICANT ACCOUNTING POLICIES

The Foundation follows accounting principles generally accepted in Canada in preparing its financial statements. The significant accounting policies used are as follows:

- (a) Revenue and expenditures of the Foundation are recorded on the accrual basis.
- (b) Purchases of equipment, if any, are recorded as a charge against revenue in the year of acquisition.

2. SHORT-TERM DEPOSIT

In 1991 \$ 21,700 was advanced to the Hamilton Entertainment and Convention Facilities Inc. (a related corporation) which in turn invested the funds with the Corporation of the City of Hamilton. All interest earned on these funds accrues to the Foundation. The continuity of this deposit is as follows:

	1994	1993
Balance - Beginning of year	\$ 23,690	\$ 23,486
Funds repaid during the year	(5,430)	(1,000)
Funds advanced during the year	1,170	-
Interest earned during the year	<u>1,246</u>	<u>1,204</u>
Balance - End of year	<u>\$ 20,676</u>	<u>\$ 23,690</u>

3. STATEMENT OF CHANGES IN CASH RESOURCES

A statement of changes in cash resources is not provided as disclosure in these financial statements is considered to be adequate.

DRAFT

FOR
DISCUSSION ONLY

MacGillivray Partners

Chartered Accountants

April 12, 1995

Standard Life Centre, Suite 650
120 King Street West
Hamilton, Ontario L8P 4V2
Telephone: (905) 523-7732
Facsimile: (905) 572-9333

Bruno K. J. Bragoli
W. Michael Cashion
Michael G. Collyer
Colin C. Dalingwater
John C. Dow
Paul Gibel
Bruce R. Horsley
William B. Stephenson

Mrs. J. Isbester
Chair, Audit Committee
Hamilton Entertainment and
Convention Facilities Inc.
101 York Boulevard
Hamilton, Ontario
L8R 3L4

Dear Mrs. Isbester:

We have completed our 1994 audit of HECFI. Our examination did not disclose any weaknesses in internal control or errors that should be brought to your attention except as noted below:

When display advertising contracts expire and are not immediately renewed, the signs are not necessarily taken down. As a result, advertisers are receiving advertising at no cost and HECFI is not earning revenue.

We recommend that in such cases, that formal documentation approves that the related advertising signage will remain in place at no cost to the advertiser.

As in the past, we found that the records of the Corporation have been well maintained and we have received excellent co-operation from your staff.

Yours very truly

MACGILLIVRAY PARTNERS

per *Michael Cashion*

Wm. Michael Cashion, BComm, CA
Partner/b

HAMILTON PERFORMING ARTS FOUNDATION INC.

MEETING OF THE BOARD OF DIRECTORS

Friday, April 22, 1994

8:00 a.m.

Hamilton Convention Centre

Room 314

MINUTES

PRESENT: Mr. W. Tidball, Chairman
Alderman T. Anderson, First Vice Chairman
Mr. C. Nolan, Second Vice Chairman
Alderman H. Merling
Alderman F. Eisenberger
Mrs. M. Dow
Mrs. J. Isbester
Mr. J. Kujavsky
Mr. F. Deys

ALSO PRESENT: Mr. G. Macaluso
Mr. J. Leuser
Mr. B. Calder
Mr. B. Snetsinger
Mr. R. DiFilippo

REGRETS: Mayor R. Morrow
Alderman B. Charters
Mr. M. Ryder
Mr. A. DiIanni
Mr. G. Kay

1. Chairman's Remarks

The Chairman called the meeting to order at 8:36 a.m.

A. Finance and Administration Committee First Report

MOVED by Alderman Eisenberger, seconded by Alderman Merling that

1. H.E.C.F.I. Co-Promotion with "New Faces"

1.1 H.E.C.F.I. CO-PROMOTION SIX (6) PRODUCTIONS IN THE STUDIO THEATRE OF HAMILTON PLACE WITH "NEW FACES" FOR THE 1994/'95 SEASON UNDER THE TERMS AND CONDITIONS CURRENTLY IN FORCE; and

1.2 THAT H.E.C.F.I. AND "NEW FACES" PRESENT A SERIES OF NEW EVENTS, FOR THE 1994/'95 SEASON DESIGNED TO REJUVENATE THE STUDIO THEATRE AT HAMILTON PLACE, UNDER TERMS AND CONDITIONS TO BE NEGOTIATED; and

1.3 THAT IN ACCORDANCE WITH THE GUIDELINES FOR DISBURSEMENT OF THE OPERATING FUND OF THE HAMILTON PERFORMING ARTS FOUNDATION INC., THE FOUNDATION: -

- (i) SUBSIDIZE LOSSES, IF ANY, ON THE SIX REGULAR "NEW FACES" PROGRAMMING (detailed in point #1 above) TO A MAXIMUM OF \$5,000.; and
- (ii) SUBSIDIZE LOSSES, IF ANY, ON THE NEW PROGRAMMING (detailed in point #2 above) TO A MAXIMUM OF \$5,000; and

- (i) *A STUDENT WHO HAS COMPLETED AT LEAST ¹THIRTY UNITS OF A PROGRAMME IN ART, DRAMA, DANCE, OR MUSIC, WHO, IN THE JUDGEMENT OF THE FACULTY OF HUMANITIES HAS DEMONSTRATED OUTSTANDING ACADEMIC ACHIEVEMENT AND EXCELLENCE IN THE PERFORMING ARTS (THEATRICAL, DRAMATIC, MUSICAL OR ARTISTIC WORKS).*
- (ii) *A STUDENT WHO HAS ATTAINED A MINIMUM AVERAGE OF 8.0.*
- (iii) *A STUDENT WHO IS ENROLLED IN A ²FULL LOAD OF ACADEMIC WORK AND ENROLLED IN THE NEXT WINTER SESSION.*

2.2 THAT AS THE BOARD'S RECOMMENDATION TO AWARD \$1,000. IN EACH OF THE YEARS 1993 AND 1994 TO STUDENTS OF MCMASTER UNIVERSITY WAS NOT FULFILLED, THE FUNDS BE EXTENDED TO THE YEARS 1994 AND 1995 AND DISPERSED IN ACCORDANCE WITH THE FOREGOING GUIDELINES.

¹A student who has completed two years of a four year programme; or a student who is a third or fourth year student.

²A student who is taking a minimum of three (3) courses to a maximum of five (5) in the next winter term.

MOTION CARRIED.

It was also **MOVED** by Alderman Eisenberger, seconded by Mrs. Dow that

THE FINANCE AND ADMINISTRATION COMMITTEE REVIEW THE ELIGIBILITY OF THE MUSIC PROGRAM (OR ANY OTHER MOHAWK PROGRAM WHICH MEETS THE FOUNDATION'S "PERFORMING ARTS" CRITERIA) AT MOHAWK COLLEGE WHEN DISPERSING FUTURE GRANTS.

MOTION CARRIED.

B. Audit Committee First Report

MOVED by Mr. Deys, seconded by Mrs. Isbester that

THE AUDIT COMMITTEE FIRST REPORT BE APPROVED AND THE FOLLOWING RECOMMENDATION BE ENDORSED:

THAT THE DRAFT 1993 AUDITED FINANCIAL STATEMENTS FOR THE HAMILTON PERFORMING ARTS FOUNDATION BE APPROVED.

MOTION CARRIED.

2. Minutes of Regular Meeting Held June 24, 1993

MOVED by Alderman Anderson, seconded by Mrs. Dow that

THE MINUTES OF THE JUNE 24, 1994 MEETING BE APPROVED.

MOTION CARRIED.

3. New Business

Nil

4. Other Business

Nil

5. Motion to Adjourn

MOVED by Alderman Eisenberger, seconded by Mr. Kujavsky that

THE MEETING BE ADJOURNED AT 8:42 A.M.

MOTION CARRIED.

TAKEN AS READ AND APPROVED

William Tidball, Chairman

Patricia Bennett, Secretary



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